

FSSAI HYGIENE RATING READINESS TEMPLATE

Hygiene Rating Checklist

Use this 60-point checklist to prepare a food outlet for FSSAI Hygiene Rating self-assessment, evidence collection, critical-question review, verification, and corrective-action closure.

Outlet / premises

Assessment date

Reviewer

Outlet category

Internal readiness template. Use the current FSSAI Hygiene Rating checklist, Schedule 4, portal instructions, and authorized auditor guidance as controlling references.

1. Hygiene rating eligibility, outlet profile, licence, and audit setup

1

Confirm the food business has an active FSSAI licence or registration that matches the outlet name, address, kind of business, and activities in operation.

OUTLET / LICENCE | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Confirm the correct outlet category and current official checklist before scoring, because critical questions and available marks can differ by business

CRITICAL

HYGIENE RATING

2

Identify whether the outlet is a food service establishment, bakery, sweet shop, or meat retail shop and select the current Hygiene Rating checklist for that category.

Compliant

Partial

Non-compliant

N/A

Execution tip: Confirm the correct outlet category and current official checklist before scoring, because critical questions and available marks can differ by business

HYGIENE RATING

3

Confirm applicable Schedule 4 hygiene requirements are mapped to the outlet and included in the self-assessment and audit scope.

Compliant

Partial

Non-compliant

N/A

Execution tip: Confirm the correct outlet category and current official checklist before scoring, because critical questions and available marks can differ by business

CRITICAL

HYGIENE RATING

4

Verify the FSSAI licence or registration and the applicable Food Safety Display Board are complete, current, and prominently displayed for consumers and employees.

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Confirm the correct outlet category and current official checklist before scoring, because critical questions and available marks can differ by business

HYGIENE RATING

5

Record the FoSTaC-trained Food Safety Supervisor, certificate details, shift coverage, and responsibility for maintaining hygiene standards and training food handlers.

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Confirm the correct outlet category and current official checklist before scoring, because critical questions and available marks can differ by business

CRITICAL

HYGIENE RATING

6

Review previous hygiene ratings, audit reports, complaints, food or water test results, inspection findings, critical failures, and overdue corrective actions.

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Confirm the correct outlet category and current official checklist before scoring, because critical questions and available marks can differ by business

HYGIENE RATING

2. Premises design, layout, food flow, and structural condition

- 7 Check the site and surrounding area are maintained to reduce dust, pests, stagnant water, waste, fumes, flooding, and other contamination risks.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walk the full product, employee, and waste flow rather than judging only visible customer areas.

- 8 Verify the layout, zoning, employee movement, food flow, waste routes, and separation of raw and ready-to-eat activities minimize cross-contamination.

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Walk the full product, employee, and waste flow rather than judging only visible customer areas.

- 9 Inspect floors, walls, ceilings, doors, windows, drains, and service areas for cleanability, damage, water accumulation, mould, flaking, leaks, and pest entry points.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walk the full product, employee, and waste flow rather than judging only visible customer areas.

- 10 Confirm food-contact surfaces, utensils, equipment, containers, pipes, and fittings are smooth, non-toxic, corrosion-resistant, cleanable, and maintained.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Walk the full product, employee, and waste flow rather than judging only visible customer areas.

- 11 Verify sufficient lighting is available in receiving, storage, preparation, cooking, service, cleaning, and inspection areas, with fixtures protected against breakage.

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Walk the full product, employee, and waste flow rather than judging only visible customer areas.

- 12 Confirm ventilation controls heat, steam, smoke, odours, grease, condensation, and airflow without carrying contamination from dirty to clean areas.

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Walk the full product, employee, and waste flow rather than judging only visible customer areas.

3. Water, utilities, storage, employee facilities, and waste infrastructure

- 13** Confirm potable water is available in adequate quantity and current test records support its use in food, ice, steam, cleaning, and handwashing.

CRITICAL

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Test utilities and hygiene facilities during normal operations, not only through documents or verbal confirmation.

- 14** Verify adequate refrigerated, frozen, hot, ambient, allergen, chemical, packaging, and personal-item storage is available and maintained hygienically.

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Test utilities and hygiene facilities during normal operations, not only through documents or verbal confirmation.

- 15** Check dry stores and ingredient areas use clean racks or pallets, protect food from walls and floors, control pests and moisture, and follow FIFO or FEFO.

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Test utilities and hygiene facilities during normal operations, not only through documents or verbal confirmation.

- 16** Inspect handwashing stations, toilets, changing areas, employee facilities, soap, hand drying, signage, and access routes for adequacy and hygiene.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test utilities and hygiene facilities during normal operations, not only through documents or verbal confirmation.

- 17** Verify waste bins, drainage, sewage, grease traps, waste holding areas, and disposal arrangements prevent overflow, odour, pests, leakage, and contamination.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test utilities and hygiene facilities during normal operations, not only through documents or verbal confirmation.

- 18** Confirm refrigeration, cooking, hot-holding, ventilation, water, drainage, and other utilities have adequate capacity, working controls, thermometers, and alarms.

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Test utilities and hygiene facilities during normal operations, not only through documents or verbal confirmation.

4. Approved suppliers, receiving, raw material checks, and traceability

- 19 Confirm ingredients, food, additives, colours, flavours, processing aids, packaging, and services are obtained from approved and legally compliant suppliers.

CRITICAL

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Sample several high-risk ingredients and trace one batch from supplier through storage, use, and service or sale.

- 20 Inspect incoming food and packaging for spoilage, visible adulteration, contamination, pests, damage, seals, dates, temperatures, batch details, and specification compliance.

CRITICAL

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Sample several high-risk ingredients and trace one batch from supplier through storage, use, and service or sale.

- 21 Verify only permitted additives, colours, flavours, and processing aids are used within approved product and recipe limits.

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Sample several high-risk ingredients and trace one batch from supplier through storage, use, and service or sale.

- 22 Confirm rejected, expired, damaged, mislabelled, temperature-abused, pest-affected, or suspect materials are identified, segregated, recorded, and dispositioned.

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Sample several high-risk ingredients and trace one batch from supplier through storage, use, and service or sale.

- 23 Check supplier name, batch or lot, manufacturing and expiry details, quantity, receipt records, and downstream use can be traced for sampled materials.

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Sample several high-risk ingredients and trace one batch from supplier through storage, use, and service or sale.

- 24 Verify delivery and transport vehicles are clean, suitable, protected from incompatible loads, and maintain required product temperatures and conditions.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Sample several high-risk ingredients and trace one batch from supplier through storage, use, and service or sale.

5. Food preparation, cooking, holding, service, and contamination control

- 25 Verify raw and ready-to-eat food are separated by space, time, equipment, utensils, storage, and employee practices, including handwashing between tasks.

CRITICAL

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe live food handling and record actual readings, device details, deviations, containment, and product disposition.

- 26 Observe washing, thawing, cutting, marinating, preparation, portioning, and service practices for approved time, temperature, hygiene, and contamination controls.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe live food handling and record actual readings, device details, deviations, containment, and product disposition.

- 27 Confirm cooking and reheating temperatures and times meet the approved safe limits, are checked with a suitable calibrated device, and are recorded.

CRITICAL

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Observe live food handling and record actual readings, device details, deviations, containment, and product disposition.

- 28 Verify cooling, chilled storage, frozen storage, hot holding, cold holding, display, transport, and temporary exposure remain within approved limits.

CRITICAL

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Observe live food handling and record actual readings, device details, deviations, containment, and product disposition.

- 29 Inspect utensils, cutting boards, knives, probes, preparation surfaces, small equipment, and containers for cleanliness, sanitation, condition, and correct use.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe live food handling and record actual readings, device details, deviations, containment, and product disposition.

- 30 Confirm allergens and special dietary requests are identified, communicated, segregated, prepared safely, and protected from substitution or cross-contact.

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe live food handling and record actual readings, device details, deviations, containment, and product disposition.

6. Cleaning, sanitation, pest control, maintenance, and chemical safety

- 31 Verify the cleaning and sanitation programme defines areas, equipment, frequencies, methods, chemicals, responsible employees, and verification records.

CRITICAL

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Inspect hidden hygiene risks such as drains, under-equipment areas, ice machines, extraction filters, chemical stores, and waste holding points.

- 32 Confirm food-contact surfaces and utensils are cleaned and sanitized at required intervals and after raw-food, allergen, contamination, or maintenance activities.

CRITICAL

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Inspect hidden hygiene risks such as drains, under-equipment areas, ice machines, extraction filters, chemical stores, and waste holding points.

- 33 Check cleaning chemicals are approved, labelled, diluted correctly, securely stored, supported by safety information, and separated from food and packaging.

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Inspect hidden hygiene risks such as drains, under-equipment areas, ice machines, extraction filters, chemical stores, and waste holding points.

- 34 Verify dishwashing, glasswashing, sinks, sanitizing systems, racks, and drying practices achieve the approved temperature, concentration, contact time, and cleanliness.

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Inspect hidden hygiene risks such as drains, under-equipment areas, ice machines, extraction filters, chemical stores, and waste holding points.

- 35 Confirm there is no active pest evidence, monitoring devices are correctly located, service reports are current, and pest findings or entry gaps are closed.

CRITICAL

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect hidden hygiene risks such as drains, under-equipment areas, ice machines, extraction filters, chemical stores, and waste holding points.

- 36 Inspect preventive maintenance, temporary repairs, lubricants, contractor work, equipment condition, post-maintenance cleaning, and hygienic release records.

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Inspect hidden hygiene risks such as drains, under-equipment areas, ice machines, extraction filters, chemical stores, and waste holding points.

7. Personal hygiene, medical fitness, uniforms, and food-handler practices

- 37 Confirm food handlers are medically fit, report illness, wounds, or symptoms promptly, and follow exclusion, restriction, and return-to-work controls.

CRITICAL

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe behaviour across a normal shift and verify that supervision changes unsafe practices immediately.

- 38 Inspect personal cleanliness, nails, hair, beard, jewellery, cosmetics, personal items, and behaviour against the approved food-handler hygiene standard.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe behaviour across a normal shift and verify that supervision changes unsafe practices immediately.

- 39 Verify employees wear clean protective clothing, head covers, beard covers, footwear, gloves, and task-specific PPE suitable for their work.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe behaviour across a normal shift and verify that supervision changes unsafe practices immediately.

- 40 Observe correct handwashing and glove practices before food handling and after toilets, raw food, cleaning, waste, money, phones, face touching, or contamination events.

CRITICAL

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe behaviour across a normal shift and verify that supervision changes unsafe practices immediately.

- 41 Confirm smoking, tobacco use, spitting, eating, drinking, medicines, and loose personal belongings are controlled in food handling and storage areas.

HYGIENE RATING

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe behaviour across a normal shift and verify that supervision changes unsafe practices immediately.

- 42 Verify wounds are protected, visitors and contractors follow hygiene rules, and supervisors intervene when unsafe employee practices are observed.

HYGIENE RATING

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe behaviour across a normal shift and verify that supervision changes unsafe practices immediately.

8. Food Safety Supervisor, FoSTaC, testing, training, records, and complaints

- 43** Confirm adequate FoSTaC-trained Food Safety Supervisor coverage is available for the number of food handlers, shifts, outlets, and activities being supervised.

CRITICAL

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use records to confirm that training, testing, complaint handling, and supervisory checks are sustained over time.

- 44** Verify induction, role-specific hygiene training, refresher training, practical demonstrations, competency checks, and attendance records are current.

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use records to confirm that training, testing, complaint handling, and supervisory checks are sustained over time.

- 45** Confirm supervisors routinely inspect hygiene practices, coach employees, review records, escalate critical failures, and verify corrective actions.

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use records to confirm that training, testing, complaint handling, and supervisory checks are sustained over time.

- 46** Verify periodic food and water testing is completed where applicable using suitable methods and recognized laboratories, with failures investigated and closed.

CRITICAL

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Use records to confirm that training, testing, complaint handling, and supervisory checks are sustained over time.

- 47** Check customer complaints, illness allegations, allergen concerns, foreign-body reports, feedback, and service issues are recorded, investigated, trended, and resolved.

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use records to confirm that training, testing, complaint handling, and supervisory checks are sustained over time.

- 48** Confirm temperature, cleaning, pest, supplier, receiving, testing, training, complaint, maintenance, and corrective-action records are legible and retrievable.

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use records to confirm that training, testing, complaint handling, and supervisory checks are sustained over time.

9. Scoring, critical requirements, audit evidence, and certificate readiness

49 Score each applicable question consistently and revise the available total where an item is genuinely not applicable, with the reason documented.

HYGIENE RATING

Compliant Partial Non-compliant N/A

Execution tip: Do not issue or display an internal score as an official rating; final certification requires verification through the authorized FSSAI process.

50 Identify every asterisk-marked critical question in the current official checklist and confirm that no critical non-compliance remains before seeking a rating.

CRITICAL

HYGIENE RATING

Compliant Partial Non-compliant N/A

Execution tip: Do not issue or display an internal score as an official rating; final certification requires verification through the authorized FSSAI process.

51 Capture objective evidence for each result, including actual observations, live photos, records, readings, product details, interviews, and sampled transactions.

HYGIENE RATING

Safe Needs action Critical LIVE PHOTO | Add

Execution tip: Do not issue or display an internal score as an official rating; final certification requires verification through the authorized FSSAI process.

52 Calculate the percentage score correctly and map it to the current FSSAI Hygiene Rating category and smiley level before submitting or displaying a result.

CRITICAL

HYGIENE RATING

ACTUAL / SCORE | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Do not issue or display an internal score as an official rating; final certification requires verification through the authorized FSSAI process.

53 Confirm the verification audit is scheduled through an eligible Hygiene Rating Audit Agency or other authorized route and the auditor report is reviewed and approved.

CRITICAL

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Do not issue or display an internal score as an official rating; final certification requires verification through the authorized FSSAI process.

54 Verify the final certificate contains the correct outlet details, licence or registration number, score, QR code, validity, and required authority information before display.

HYGIENE RATING

OUTLET / LICENCE | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Do not issue or display an internal score as an official rating; final certification requires verification through the authorized FSSAI process.

10. Findings, corrective actions, re-verification, trends, and management sign-off

- 55** Record every hygiene gap with the checklist requirement, observed condition, food-safety risk, affected area or product, evidence, and immediate containment.

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeat failure has been addressed at root cause.

- 56** Classify findings as critical, major, minor, or observation using the approved rules and escalate any condition requiring product hold, stop-service, or urgent repair.

HYGIENE RATING

Compliant Partial Non-compliant N/A

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeat failure has been addressed at root cause.

- 57** Assign each corrective action to a named owner with priority, due date, temporary control, escalation route, and objective proof required for closure.

HYGIENE RATING

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeat failure has been addressed at root cause.

- 58** Verify closure through repeat inspection, live photos, readings, test results, maintenance proof, disposal records, retraining, updated procedures, and reviewer approval.

HYGIENE RATING

Safe Needs action Critical LIVE PHOTO | Add

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeat failure has been addressed at root cause.

- 59** Review repeat findings, complaints, pest activity, testing failures, temperature deviations, overdue actions, and low-scoring sections before re-verification.

HYGIENE RATING

Compliant Partial Non-compliant N/A

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeat failure has been addressed at root cause.

- 60** Record the final score, critical failures, unresolved risks, certificate or re-audit status, next review date, Food Safety Supervisor, auditor, manager, date, time, and signatures.

CRITICAL

HYGIENE RATING

OUTLET / LICENCE | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeat failure has been addressed at root cause.

RUN THIS CHECKLIST DIGITALLY

Turn hygiene findings into verified improvement

Use Taqtics to schedule assessments, capture evidence, flag critical gaps, assign actions, and verify closure.

Try This Checklist
in Taqtics